

1300 – 1530 Monday – Thursday

Web site: Web site:

<http://www.kaiserslautern.army.mil/Directorates/DHR/passports.html>

Email: dusagkaiserslauternpassport@eur.army.mil or CIV: 06314118892/DSN: 483-8892

1ST TIME/ AFTER 16 PASSPORT TOURIST

1. Applicant must be present
2. Passport Application <https://pptform2.state.gov/>
Check box, click submit, Click Apply Online this will say **ABOUT YOU** which is the applicant **you** & Use and our

Mailing Address:

USAG KAISERSLAUTERN ATTNPASSPORT OFFICE

UNIT 23152 APO AE 09227

IN CARE OF KAISERSLAUTERN

At the end it will have a review, and then a \$ amount for **Passport Book** click submit. This will take you to a screen 1-4 at the bottom it will say **Create Form**. Check the box and click **Create Form** this will open a 6 page PDF file, Print pages 5-6 and bring to Appointment.

WHEN DONE YOU WILL HAVE A 2D BARCODE IN UPPER LEFT of Page 5

3. ORIGINAL BIRTH CERT/ NATURALIZATION CERT./CERT. OF CITIZENSHIP/PASSPORT ISSUED BEFORE AGE 16
4. ANY NAME CHANGE DOCUMENTS (Marriage Certificate / Divorce Decree/ Adaption Decree) must be Original with Raised or color Seal
5. ID CARD OF APPLICANT
6. TWO IDENTICAL PASSPORT PICTURES 2X2 INCH
7. **MONEY ORDER FOR \$135.00** (Community Bank, Service CU or Post Office)